

MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Alaska Marine Highway System

Master's Action Circular: 18-002

TO: Vessel Masters

DATE: September 5, 2018

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FROM: Captain Anthony Karvelas
Operations Manager

SUBJECT: In Port Crew Accountability

Purpose

This Master's Action Circular is provided as guidance to properly account for crewmembers prior to port departure and during emergency situations while in port (e.g. fire).

Discussion

Unfortunately, there have been several documented (and undocumented) examples where crewmembers have been unknowingly left behind when vessels depart port. To eliminate unnecessary and costly personnel shortages related to sailing without a full crew compliment, the below policy has been developed.

Policy

All vessels shall develop a ship specific procedure to account for crewmembers when going ashore and after returning aboard. Examples of this procedure:

- 1) A sign out/sign in sheet at the purser's counter,
- 2) A board with in/out indicators at the gangway,
- 3) Or any other means that is readily accessible to positively identify whether a crewmember is aboard or ashore.

Prior to departure and in cases of fire and emergency, the information from the vessel specific procedure will also be used as a component of crew accountability.

Vessel Masters are to ensure the intent of this MAC (crew accountability) is followed by the entire crew.

cc: Captain John Falvey, General Manager
Captain Kevin Staples, Port Captain

Captain Dana Jensen, Port Captain
Captain Umeko Seaver, Port Captain

"Keep Alaska Moving through service and infrastructure."

Mr. Hakan Sebcioglu, Port Steward
Mr. William Miller, ISM Coordinator

Mr. Jason Joel, Security Officer
Mr. Ed Clayton, Safety Officer

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